



U. S. Department of Justice

Federal Prison System

Federal Correctional Institution

Marianna, Florida 32446

Institution Supplement

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EXECUTIVE STAFF
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LOCAL A.F.G.E.

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1. **PURPOSE AND SCOPE.** To implement the Federal Prison System Program Statement 5267.06, Visiting Regulations. This supplement must be read in conjunction with the aforementioned Program Statement.
2. **DIRECTIVES AFFECTED.**
 - A. **Referenced:**

Program Statement 5267.06, Visiting Regulations, dated June 16, 1999.
Program Statement 5510.09, Searching/Detaining of Non-Inmates; Arresting Authority; Use of Metal Detectors, dated March 6, 1998.
Program Statement 1315.07 Legal Activities, Inmate, dated November 11, 1999.
 - B. **Canceled:**

Institutional Supplement MNA 5267.06C, Visiting Regulations, dated November 30, 2000.
3. **STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS REFERENCED:**
 - A. American Correctional Association Foundation/Core Standards for Adult Correctional Institutions: FC2-4088, FC2-4089, C2-4105, C2-4106, C2-4107, and C2-4205.
 - B. American Correctional Association Third Edition Standards for Adult Correctional Institutions:
3-4255, 3-4272, 3-4440, 3-4441, 3-4442, 3-4445, and 3-0446.
 - C. American Correctional Association Foundation/Core Standards for Adult Correctional Institutions: C2-5149, C2-5227, C2-5229, C2-5230, C2-5231, C2-5232, and C2-5233.

- D. American Correctional Association Third Edition Standards for Adult Local Detention Facilities:
3-ALDF: 3D-17, 4A-01, 5D-10, 5D-11, 5D-12, 5D-15, and 5D-16.

4. **DESCRIPTION OF RULES OR PROCEDURES.**

- A. Visiting Facilities. The Captain is responsible for staffing and training of Correctional Officers to supervise the Visiting Room facilities. Visiting facilities for inmates at the FCI, the Camp, and Shawnee Unit, have been designated and adapted to meet the needs of inmates confined at this facility.
- B. Visiting Times. Normally, regular visiting/processing hours at all three sites begin at 8:15 a.m. and end at 3:15 p.m., on the following days:

FCI: Thursday through Monday and all Federal holidays.

Federal Prison Camp: Weekends and Federal holidays.

No visitors will be accepted one hour before the regular termination time.

Visitors and their vehicles are not allowed on Institutional property more than (15) minutes prior to the start of the visit/processing time (8:15 a.m., Central Time Zone).

- C. Frequency of Visits and Number of Visitors. Social visits will be conducted on a point system at the FCI. One-half point for each weekday visit and one point for each weekend day and holiday visit. Inmates will be limited to **ten (10) points per month**. Each visitor will be counted as one-half point on Weekdays, and one point on weekends and holidays. A maximum of five (5) visitors at the FCI are permitted to visit an inmate at once (including children). A total of (5) visitors at Shawnee Unit, and (5) visitors, (excluding children), are permitted at the Camp. Exceptions to the number and frequency of visits and visitors must be approved in writing by the Unit Manager or their designee. The approving memorandum must be placed in section six of the inmate central file. Visiting limitations may be imposed due to overcrowding and/or inclement weather. If in the event the Visiting Room should become overcrowded (exceed rated capacity), visits will be terminated according to the order of arrival, i.e., first visitor(s) in, would be the first terminated when capacities are exceeded. Local or frequent visitors will be terminated before out of state or infrequent visitors. Local or frequent visits will not be terminated if the visit has lasted less than one hour. Out-of-state or infrequent visits no less than two hours. One-half point will be returned to inmates who have their visits terminated due to overcrowding.

- D. Regular Visitors. The Counselor will be responsible for implementing this section as outlined in the Program Statement. The Counselor will be responsible for signature authority on the visiting list. Only visitors who are not verified as immediate family will have an NCIC check completed prior to being admitted to the FCI, Camp and Shawnee Unit. Additionally, all children 15 years of age and under do not require completion of an NCIC check prior to being placed on an inmate's visiting list.
1. Members of the immediate family - these persons including mother, father, step-parents, foster parents, brothers and sisters, spouse, and children. These individuals may be placed on the visiting list if identified in the inmate's Presentence Investigation.
 2. Other relatives - these persons include grandparents, uncles, aunts, in-laws, nieces, nephews, and cousins. They may be placed on the approved list if the inmate wishes to have visits from them regularly and if there exists no reason to exclude them.
 3. Friends and associates must have known the inmate prior to incarceration in order for the person to be placed on the approved visiting list. Ordinarily, an inmate's visiting list would not list more than (10) ten friends and associates.
 4. Should a member(s) of the immediate family request to visit multiple inmates (a maximum of **3**), who are family members (i.e. father/son or brothers, etc.). A review of the PSI will be conducted to verify the relationship. Additionally, a comparison will be made to see if the visitor(s) are approved. They will be allowed to visit with the inmates simultaneously. The Associate Warden of Programs, or the Camp Administrator, will be responsible for signature authority.
 5. Current or former Bureau of Prisons employees and current or former contract employees from FCI, Marianna, will **not** be allowed on an inmate's visiting list without specific written approval of the Warden.
- E. Special Visits. Special visits will be initiated by the appropriate area of responsibility and approved by the Warden, or his designee. Completed NCIC checks on all visitors must accompany the special visit request.
1. Clergy Visits: Community clergy may be approved for visits by the Warden contingent upon the Chaplain verifying credentials and completing NCIC checks.

2. Attorney Visits: Attorneys should be on the inmate's visiting list; however, this does not preclude other attorneys from visiting if the inmate requests such visits. The attorneys will present proper identification as outlined in Section G., 3. Visiting Attorneys and their staff must complete the appropriate attachments in Program Statement 1315.07, Legal Activities, Inmate and have an NCIC completed prior to approval of the visit.

Normally, attorney visits will take place in the Visiting Room during regular visiting hours. Any exceptions must be cleared by the Associate Warden, Programs. The Camp and the Shawnee Unit will be cleared by their respective Unit Managers.

All legal material brought into the Visiting Room by the inmate must first be examined by a Correctional Counselor, or in his/her absence, a member of the inmate's Unit Team. Once the legal visit has been concluded, the inmates unit team member who previous inspected their legal material will again do so and let the inmate return to his/her unit after inspection of material is completed. The Visiting Room Officer will not approve legal material to be brought into the visiting Room. If the Correctional Counselor or a staff member of the inmate's Unit Team is not available, either the Operation's Lieutenant or the Institutional Duty Officer may approve legal material to be brought into the Visiting Room, but only after an inspection of the material is made.

F. Visits to Inmates not in Regular Population Status.

1. Admission and Holdover Status: The Counselor will ensure that visits are limited to the immediate family for holdovers and new commitments. Thus, allowing time for processing and investigation of visiting forms submitted by the inmate. New commitments transferring from other facilities will be able to use their approved list from that facility after it has been reviewed and approved by the appropriate counselor.
2. Detention and Segregation: The Captain will be responsible for providing an adequate place to visit, where all of the regular visiting room rules and regulations will be followed. Hours of visiting will be established by the Captain and approved by the Warden.
3. Outside Hospital Visits: Visiting privileges will not be authorized for the inmate patient unless authorized by the Warden or his/her designee. If visiting has been approved, the following guidelines will be adhered to:
 - a. An approved list of visitors will be prepared by the Counselor for each inmate patient.

- b. Prior to the inmate receiving a visit, the visitor's name, address, date and time each visit will take place will be provided to the staff supervising the inmate in an outside hospital.
- c. The staff supervising the inmate in an outside hospital, will ensure the visitor's identity at the time of the visit. Identification is defined in Section G., 3. The inmate will only be allowed one visitor in the room during the visit.
- d. When the visitor enters the hospital room, the staff member will advise the visitor of proper visiting procedures. The staff supervising the inmate will place all purses and hand bags in the inmates hospital room closet or locker. The inmate patient will never have access to the visitor's purses or bags. The visitor may retrieve his or her belongings just prior to departure from the hospital room.
- e. All inmate visitors will adhere to hospital visiting regulations and hours. The inmate will be charged the appropriate points for each visitor and day of the week.
- f. Visitors will not utilize the bathroom in the inmate patient's room.
- g. Visitors/walk-ins will not be permitted to visit the inmate patient unless prior approval has been given by the Warden. In the event an unauthorized visitor appears at the hospital demanding to visit, these individuals must be referred to the institution and hospital security notified. Common sense and discretion must be used by staff supervising the inmate when dealing with the public, and on occasion, situations involving visitors may be more appropriately handled with a phone call rather than requiring visitors to physically proceed to the institution.

G. **Procedures.**

- 1. Responsibility: The Captain is responsible for the maintenance and assignment of supervision to the Visiting Room. Correctional Counselors are responsible for the procedures set forth in Section 13 of the Program Statement.
- 2. Preparation of the Visiting List: The Correctional Counselor shall be responsible for approving the proposed Visiting List submitted by the inmate and preparing all documents. The inmate's visiting list will be completed by the Correctional Counselor, signed, copied and filed in the visiting folder at the front entrance, with a copy going to the inmate. The visiting list should include the visitors' last name, first name, date of birth,

city and state of residence, and relationship to the inmate. The Correctional Counselor will also be responsible for additions and deletions to the visiting list, filing the updated list as noted above and destroying the old list. The inmate shall be provided a copy of the visiting regulations by his/her Correctional Counselor during the Admission and Orientation period. The inmate shall be responsible for mailing all approved visitors a copy of such regulations.

3. Identification of Visitors: The front entrance officer shall verify the identity of each visitor (through drivers license, photo identification, etc.) prior to admitting the visitor into the institution. The usual means of identification need not be the sole basis of identification. Tactful questioning on the basis of available information may help clear up doubtful cases.

The Front Entrance Officer at the FCI, (Visiting Room Officer at Shawnee Unit), will stamp each visitor's hand with a black light stamp prior to his or her entrance to the Visiting Room. The Visiting Room Officer will check the black light stamp upon entering the front Sally Port door #4 and by the Visiting Room Officer upon entering the visiting area. The visitor's hand will be checked by the Visiting Room Officer for the presence of the stamp prior to the visitor's exit from the Visiting Room and again in the Sally Port upon return to the Front Entrance.

4. Notification to Visitors: The Front Entrance Officer will be responsible for making available written guidelines to the visitor, as well as having the visitor sign for the same.
5. Searching Visitors: Visitors are subject to search and under certain circumstances to be detained and/or arrested. Reference is made to Program Statement 5510.09. It is the responsibility of the Front Entrance Officer to search items of personal property prior to admittance to the Visiting Room and ensure that all visitors pass through the metal detector just prior to admittance to the Visiting Room. If a visitor cannot successfully clear the metal detector because of under garments with metal wire trimming such as, bras, excess clothing etc., that visitor will be processed last. A hand held metal detector shall be used once the visitor has passed through the metal detector three times and failed to clear. Failure to successfully pass through the metal detector will warrant denial.
6. Record of Visitors: The Front Entrance Officer at all three sites shall ensure that all visitors read and sign the Notification to Visitor form (form BP 224 **52**, Attachment D of Program Statement 5267.06).

This shall be the form utilized to ensure that all visiting is recorded and a file is maintained on all visitors. The form, once completed and signed by the visitor in the lobby, shall be carried into the Visiting Room and retained by the visiting room officer until all visits have concluded. The Visiting Room Officer shall send all Visitor Forms to the Captain's Office for filing.

7. Inmate Dress Code: Inmates must wear institution clothing when participating in the visiting program; however, the institutional issued green fatigue pants and shirts are not authorized for wear at the FCI. Inmates will be authorized to wear a sweat shirt during cold weather. Inmates will dress in clean clothing that is in good repair and in good taste. Hats and sunglasses are not approved for wear. (Exception: Religious headgear and prescription sunglasses). The only jewelry inmates are permitted to wear into the Visiting Room are wedding bands, one pair of earrings (Camp), and religious medallions. Any other jewelry, including watches, will be secured in the inmate's unit before leaving for the Visiting Room. Inmates must present their commissary card before they enter the Visiting Room. Inmates will be permitted to bring one comb, one handkerchief. Inmates are not allowed to bring food or medication (with the exception of life sustaining medications, e.g., Nitroglycerine, bronchial inhalers) into the visiting room. Tobacco products will not be permitted under any circumstances.

Inmates are not permitted to take into or leave the Visiting Room with legal material or any other items. The Unit Team will be responsible for processing legal materials into and out of the Visiting Room.

8. Visitor's Dress Code: The Front Entrance Officer will ensure that all visitors are dressed appropriately. For example, see-through or sleeveless blouses, sleeveless tee shirts, skirts more than 1" above the knee, wrap-around skirts, sleeveless dresses, spandex, hair pieces or wigs (medically approved only), caps, hats, shorts and clothing with logo's that may be offensive in any way are not considered appropriate apparel. The Front Entrance Officer will notify the Staff Duty Officer or the Operations Lieutenant of any potential visitor considered not to be appropriately dressed. The Staff Duty Officer or Operations Lieutenant will proceed to the Front Entrance area and decide whether the visitor is appropriately dressed.
9. The Operations Lieutenant shall ensure that all denied visits (FCI, Shawnee Unit and Camp) are reported to the appropriate Unit Manager and the Staff Duty Officer in writing no later than the next business day. The visitors name, inmate visited, inmate number and reason for denial shall be included in the report.

- H. Visitors are not permitted to take from, or give to an inmate any document , or item within the visiting area. Additionally, the inmate will be responsible for the conduct of any children on his visiting list.
 - I. Penalty for Visiting Room Violations: All visitors are to be aware of the rules and regulations and consequences for violating those regulations as provided by the inmate. Any act or effort to violate the visiting guidelines of an institution may result in disciplinary action against the inmate, which may include the denial of future visits, visitors denied visiting privileges, possibly over an extended period of time. Moreover, prosecution may be initiated against the visitor, the inmate, or both, for criminal violations.
5. **OFFICE OF PRIMARY RESPONSIBILITY.** Captain.

MARK A. HENRY, WARDEN

ATTACHMENT A-1

**FEDERAL CORRECTIONAL INSTITUTION
MARIANNA, FLORIDA**

VISITING INSTRUCTIONS

Visiting is permitted Thursday through Monday and all Federal holidays, between the hours of 8:15 am to 3:15 pm. There will be no visiting Tuesday and Wednesday, unless a National Holiday coincides. National Holidays are: New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

All visitors are required to park in the visitors' parking lot. At no time may any visitor park in the staff parking lot. It is prohibited for any person to remain in the vehicle while it is parked on the Federal Reservation.

Except in unusual cases, members of the immediate family (father, mother, stepparents, foster parents, brothers, sisters, wife, and children) are placed on the inmate's visiting list. Other relatives, such as grandparents, uncles, aunts, in-laws, and cousins may be placed on the approved list if the inmate wishes to have them visit regularly. The visiting privilege may be extended to friends and other non-relatives if the inmate establishes that the association or friendship is a genuinely constructive one and that he would benefit from continued contact. There must be proof that relationships with any approved visitors were established prior to the inmate's incarceration. While there is no minimum length of time the inmate must have known a proposed visitor, the team will not usually approve visiting for casual acquaintances developed during confinement. Special visitors may be authorized by the Warden and may include clergymen, former or prospective employers, sponsors or parole advisors. Visits of this nature serve purposes for release planning, counseling, and discussion of acute family problems.

Visiting at Marianna is open and is accomplished in a comfortable setting. Social visits will be conducted on a point system. One-half point per visitor, for each weekday visit and one point for each visitor on weekend/holiday visits will be allowed per month. Inmates will be limited to ten points per month. Each visitor (All children included) will be counted as a half point, or a full point depending on the day of the week. Visiting limitations may be imposed due to overcrowding and/or inclement weather. A maximum of five people are permitted to visit an inmate at one time (including children). If in the event the Visiting Room should become overcrowded, visits will be terminated according to the order of arrival, i.e., first visitor(s) in would be first terminated when capacities are exceeded. Exceptions must be approved, in advance, by the inmate's Unit Team.

Children under the age of 16 may not visit unless accompanied by a responsible adult. All children shall be kept under constant supervision of a responsible adult at all times during visitation. Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member of at least 18 years of age must have written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.

Visitors are expected to use good taste in their dress. The officer will ensure that all visitors are dressed appropriately. For example, see-through or sleeveless blouses, sleeveless tee shirts, skirts more than 1" above the knee, wrap-around skirts, sleeveless dresses, spandex, hair weaves or extensions, wigs, unless medically approved, caps, hats, shorts and clothing with logo's which may be affiliated to a type of gang are not considered appropriate apparel. Clothing worn by visitors considered being too revealing, provocative or indiscreet will result in the visit not being allowed until a change into appropriate clothing is made. The Staff Duty Officer and the Operations Lieutenant has the authority to make final determination as to the appropriateness of visitors' dress.

If a visitor cannot successfully clear the metal detector because of under garments with wire trimming such as bras, excess clothing etc., that visitor will be processed last. A hand held metal detector shall be used once the visitor has passed through the metal detector three times and failed to clear. Failure to successfully pass through the metal detector will warrant denial.

Handshaking and a brief kiss and embrace may be exchanged by inmates and their visitors at the beginning and at the end of each visit. During the visit, crossing legs with each other, kissing, fondling, and other inappropriate actions that would bring embarrassment to others will result in termination of the visit. A determination will then be made by the inmate's unit team and the Warden regarding the status of future visits.

Inmates are furnished all necessities and visitors will not bring any inmate any article or gift. Cameras, tape recorders, cellular phones, and beepers are not permitted in the Visiting Room, nor on institutional property unless authorized by the Warden. Inmates will not be permitted to sign or exchange any papers during the visit; therefore, visitors will not be permitted to bring such papers to the Visiting Room. Any papers or documents requiring an inmate's signature will be sent to the appropriate unit team through the postal system.

Visitors are not allowed to bring food or medication (with the exception of life sustaining medication, e.g., Nitroglycerine, Bronchial Inhalers) into the Visiting Room (except baby food for infants). There are coin-operated vending machines in the Visiting Room for your convenience. You may purchase items from these machines for yourself and the inmate you are visiting. The items purchased for the inmate must be consumed in the Visiting Room, as inmates are not allowed to take anything from the Visiting Room to their units. Visitors may bring small (clear/see-through) coin or clutch type purses into the Visiting Room; large purses, bags, etc., are not permitted in the visiting Room and may be stored in the lockers in the reception area or left in your locked car. Pocket knives are not permitted in the Visiting Room.

All visitors will be required to sign into the institution upon arrival. Visitors, 16 years old and above, must present (current valid ID) photographic identification (driver's license, etc.). Visitors are not authorized to enter institutional property more than (15) minutes prior to the start of visiting. All persons not visiting must leave the grounds. They may return 15 minutes prior to pick up.

The Federal Correctional Institution, Marianna, Florida, has every desire to make your visit as pleasant as possible. Should you have any questions regarding visiting, please feel free to contact the inmate's Unit Manager or Case Manager.

Any effort to circumvent or evade the visiting regulations of the Federal Correctional Institution may result in termination of the visit and the denial of future visits. Additionally, it may lead to disciplinary action or court proceedings against the inmate and/or visitor in accordance with Title 18 US Code, Section 1791, C. 87, which states:

“WHOEVER, CONTRARY TO ANY RULE OR REGULATION ESTABLISHED BY THE ATTORNEY GENERAL, INTRODUCES OR ATTEMPTS TO INTRODUCE INTO OR UPON THE GROUNDS OF ANY FEDERAL PENAL OR CORRECTIONAL INSTITUTION OR TAKES OR ATTEMPTS TO TAKE OR SEND THEREFROM ANYTHING WHATSOEVER, SHALL BE IMPRISONED NOT MORE THAN TEN (10) YEARS.”

ATTACHMENT B

ITEMS ALLOWED IN VISITING ROOM

SEE THROUGH CHANGE PURSES (NO WALLETS OR PURSES)

MONEY: \$1.00 BILLS, \$5.00 BILLS OR CHANGE (NO BILLS LARGER THAN \$5.00)

ABSOLUTELY NO OTHER ITEMS WILL BE ALLOWED IN THE VISITING ROOM SUCH AS PHOTOGRAPHS, PENS, PENCILS, PAPER OR COSMETICS! VISITORS ARE NOT ALLOWED TO BRING FOOD OR MEDICATION (WITH THE EXCEPTION OF LIFE SUSTAINING MEDICATION, E.G., NITROGLYCERINE, BRONCHIAL INHALER!!

BABY ITEMS ALLOWED

3 CLEAR PLASTIC BOTTLES (WITHOUT LIQUID)

3 JARS OF BABY FOOD (IN FACTORY SEALED CONTAINERS ONLY)

1 BABY SPOON

3 CONTAINERS OF MILK (ORIGINAL FACTORY SEALED CONTAINER)

1 PACIFIER

2 BABY BLANKETS (NO SLEEPING BAGS, LARGE BLANKETS, OR PILLOW)

5 DIAPERS

1 SEALED DIAPER OINTMENT (IF REQUIRED BY PRESCRIPTION)

1 SEALED PACKAGE OF BABY WIPES

1 CHANGE OF CLOTHING

NOTE: ALL CONSUMABLE ITEMS MUST BE IN FACTORY SEALED CONTAINERS

ABSOLUTELY NO TOYS!!

ITEMS ARE TO BE CARRIED IN A SEE-THROUGH BAG ONLY

CHILDREN MUST BE 3 YEARS OF AGE OR YOUNGER TO HAVE BABY ITEMS

CLOTHING THAT IS CONSIDERED APPROPRIATE IS AS FOLLOWS:

DRESSES AND/OR SKIRTS NO SHORTER THAN "1" ABOVE MID KNEE;

DRESS PANTS, JEANS, SLACKS; SHIRTS, BLOUSES AND/OR SWEATERS WITH SLEEVES.

THE FOLLOWING ARTICLES OF CLOTHING ARE NOT CONSIDERED APPROPRIATE AND WILL NOT BE ALLOWED INTO THE VISITING ROOM.

WRAP-AROUNDS; SHORTS OF ANY LENGTH (MALE AND FEMALE); CULOTTES OR ANY LENGTH; SLEEVELESS OUTFITS OR TANKTOPS; HALTERS; SKIRTS OR DRESSES NO SHORTER THAN 1" ABOVE THE KNEE (INCLUDING SPLITS); SEE-THROUGH CLOTHING; SPANDEX OR STRETCH CLOTHING THAT MOLDS TO THE BODY; HATS OR CAPS; MIDRIFTS; LOW CUT TOPS; OBSCENE OR GANG RELATED DESIGNS OR LOGOS; HAIRPIECES OR WIGS UNLESS MEDICALLY NECESSARY (MUST HAVE A PHYSICIAN'S LETTER)

UNDERGARMENTS MUST BE WORN.

NOTE: YOU MUST PASS A METAL DETECTOR BEFORE BEING ALLOWED ENTRANCE INTO THE INSTITUTION!!

STAFF ARE NOT AUTHORIZED TO RETAIN ITEMS FOR INSTITUTION VISITORS. VISITORS MUST UTILIZE THEIR VEHICLE OR INSTITUTION LOCKERS FOR STORAGE OF ITEMS NOT APPROVED FOR INTRODUCTION INTO THE INSTITUTION.